

Program A: Management & Finance

Program Authorization: R.S. 36:406 (A), (B) and (C)

Program Description

The mission of the Office of Management and Finance is to provide effective support services in an efficient, expeditious and professional manner to all budget units within Public Safety Services.

The goals of the Office of Management and Finance are:

1. Provide, promote and/or accelerate the use of technology to improve efficiency and effectiveness of information and communication services.
2. Improve the quality of Public Safety Services Human Resource assets through training, recognition, development programs, and safety.
3. Initiate and/or streamline management functions to achieve exemplary results in areas of internal operations, cost efficiency, and service delivery.

The Management and Finance Program is composed of the following activities (organizationally expressed as sections): Human Resources Management, Operational Support, Information Services and Communications, Controller, Budget, and Internal Audit.

The Human Resources Management Section provides comprehensive human resources programs for all budget units within Public Safety Services. This includes: personnel records management, position classification, pay administration, recruitment, selection and placement, promotional activities, grievance/disciplinary procedures, performance evaluation, employee orientation and training, employee benefits counseling, affirmative action/equal employment opportunity, supervisory/management counseling, preparing reports and studies, manpower planning, development of personnel policies and procedures, departmental liaison with the Department of State Civil Service, and general employee counseling.

The Operational Support Section is comprised of Administrative, Purchasing, Building and Grounds, and the Department of Public Safety (DPS) Cafeteria. The Administrative Unit is responsible for the physical property inventory of seven budget units and property control management of all department property transactions; Safety, which monitors and trains the department personnel in the State Loss Prevention program; and the mail and messenger services provided to all Public Safety Services facilities. The Purchasing Unit is responsible for directing, planning, and coordinating administrative functions relating to: procurement of all goods, services, materials, and equipment necessary for the statewide operation of the department; inventory and supply management of all goods and materials stored in the central supply warehouse; and the management of all department receiving. The Building and Grounds Unit functions as a support service to the Department of Public Safety by administration of all construction, maintenance, and housekeeping activities for the department. These activities include upkeep and renovations to all facilities, relocation and moving offices, and demolition of facilities. Facilities includes two large physical plant locations in Baton Rouge, State Police troop offices, State Police regional offices, the Anti-Terrorist Assistance Program (ATAP) bombing range, the State Police gun range, the Hazardous Material Training Facility, motor vehicle offices, and the State Fire Marshal offices. The DPS Cafeteria is an ancillary appropriation, appearing in Schedule 21-810.

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The Information Services and Communications Section provides the data processing functions and communications functions for Public Safety Services. This includes furnishing systems development, programming and hardware operations to service the various users within the Department of Public Safety and Corrections and law enforcement agencies throughout the state. In addition, training in hardware and software areas is provided for all users.

The Controller Section is responsible for all deposits of receipts as well as payment for bills; supplemental payments to municipal police, firemen, constables, and justices of the peace; issuance of payroll checks; and maintenance of records and reporting to local, state, and federal authorities.

The Budget Section directs, coordinates, and administers budget development, implementation and control.

The Internal Audit Section independently audits the respective budget units, which includes the development of the internal audit plan and internal audit program. Activities include audit of financial documents, accounting records, reports, inventories, electronic data processing systems and other financial information relative to verify compliance with established policies, procedures, laws and regulations.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2001-2002	ACT 13 2002-2003	EXISTING 2002-2003	CONTINUATION 2003-2004	RECOMMENDED 2003-2004	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$819,901	\$819,901	\$1,276,134	\$0	(\$819,901)
STATE GENERAL FUND BY:						
Interagency Transfers	5,626,944	5,940,337	5,940,337	5,907,836	5,907,836	(32,501)
Fees & Self-gen. Revenues	21,268,695	21,303,890	21,763,775	22,316,925	22,825,178	1,061,403
Statutory Dedications	2,879,550	3,036,588	3,036,588	2,879,550	2,879,550	(157,038)
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	\$29,775,189	\$31,100,716	\$31,560,601	\$32,380,445	\$31,612,564	\$51,963
EXPENDITURES & REQUEST:						
Salaries	\$8,491,855	\$8,063,682	\$8,870,698	\$9,138,344	\$9,016,408	\$145,710
Other Compensation	142,160	157,926	157,926	157,926	157,926	0
Related Benefits	1,846,813	2,024,493	2,205,255	2,388,365	2,205,588	333
Total Operating Expenses	17,253,649	19,038,053	14,757,394	15,114,199	14,653,340	(104,054)
Professional Services	36,978	498,171	70,971	72,738	70,971	0
Total Other Charges	807,404	1,131,791	4,997,296	5,302,977	5,302,435	305,139
Total Acq. & Major Repairs	1,196,330	186,600	501,061	205,896	205,896	(295,165)
TOTAL EXPENDITURES AND REQUEST	\$29,775,189	\$31,100,716	\$31,560,601	\$32,380,445	\$31,612,564	\$51,963
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	211	206	206	206	206	0
Unclassified	1	1	1	1	1	0
TOTAL	212	207	207	207	207	0

SOURCE OF FUNDING

This program is funded with State General Fund, Interagency Transfers, Fees and Self-generated Revenues, and Statutory Dedications. The Interagency Transfers are from the Department of Corrections and other agencies within Public Safety for data processing and various other services provided by the Office. The Fees and Self-generated Revenues are derived from the sale of data base information, insurance recovery, the statewide communications system, commissioned earned from pay telephones, law enforcement network charges and fees generated by the Office of Motor vehicles. The Statutory Dedications are derived from Riverboat Gaming Enforcement Fund (R.S. 27:92), Video Draw Poker (R.S. 27:312), and Deficit Elimination/Capital Outlay Escrow Replenishment Fund (R.S. 39:137). (Per R.S. 39:36B.(8), see table below for a listing of expenditures out of each statutory dedicated fund.)

	ACTUAL	ACT 13	EXISTING	CONTINUATION	RECOMMENDED	RECOMMENDED
	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	OVER/(UNDER)
						EXISTING
Riverboat Gaming Enforcement Fund	\$1,006,423	\$1,006,423	\$1,006,423	\$1,006,423	\$1,006,423	\$0
Video Draw Poker Device Fund	\$1,873,127	\$1,873,127	\$1,873,127	\$1,873,127	\$1,873,127	\$0
Deficit Elimination/Capital Outlay Escrow Replenishment Fu	\$0	\$157,038	\$157,038	\$0	\$0	(\$157,038)

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$819,901	\$31,100,716	207	ACT 13 FISCAL YEAR 2002-2003
			BA-7 TRANSACTIONS:
\$0	\$113,703	0	Carryforward funding for moving expenses and replacement generators for three radio towers
\$0	\$346,182	0	Emergency expenses incurred due to failure of uninterrupted power switch for data center
\$819,901	\$31,560,601	207	EXISTING OPERATING BUDGET - December 2, 2002
\$0	\$163,518	0	Annualization of FY 2002-2003 Classified State Employees Merit Increase
\$0	\$131,051	0	Classified State Employees Merit Increases for FY 2003-2004
\$0	\$51,290	0	Risk Management Adjustment
\$0	\$205,896	0	Acquisitions & Major Repairs
\$0	(\$186,600)	0	Non-Recurring Acquisitions & Major Repairs
\$0	(\$113,703)	0	Non-Recurring Carry Forwards
\$0	(\$26,133)	0	Legislative Auditor Fees
\$0	(\$19,152)	0	UPS Fees
\$0	\$64,204	0	Salary Base Adjustment
\$0	(\$205,406)	0	Attrition Adjustment
\$0	(\$132,441)	0	Salary Funding from Other Line Items
\$0	\$134,348	0	Group Insurance Adjustment
\$0	(\$542)	0	Civil Service Fees
\$0	\$15,366	0	Training Series Adjustments
\$0	(\$32,501)	0	Balance with IAT revenue
\$0	(\$157,038)	0	Other Non-Recurring Adjustments - group insurance premium adjustment
\$0	(\$346,182)	0	Other Non-Recurring Adjustments - emergency expenses associated with failure of uninterrupted power switch
\$0	\$505,988	0	OIT Recommendations: software license, hardware maintenance, optical storage
(\$819,901)	\$0	0	Net Means Of Financing Substitutions - replace General Fund with Fees and Self-generated Revenues
\$0	\$31,612,564	207	TOTAL RECOMMENDED

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$0	\$31,612,564	207	BASE EXECUTIVE BUDGET FISCAL YEAR 2003-2004
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$0	\$31,612,564	207	GRAND TOTAL RECOMMENDED

PROFESSIONAL SERVICES

\$70,971	Consultant fees for data processing
\$70,971	TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$325,000 Sale of data base information

\$325,000 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$334,957 Transferred to State Treasury for central depository banking

\$42,100 Transferred to State Police for automotive maintenance

\$3,478 Transferred to Division of Administration Office of Information Services

\$126,157 Uniform Payroll System charges

\$34,658 Civil Service/CPTP charges

\$174,527 Legislative Auditor expenses

\$175,031 Office of Risk Management premiums

\$3,786,851 Transferred to Division of Administration, Office of Telecommunications Management, for telecommunications expenses

\$299,676 LEAF expenses

\$4,977,435 SUB-TOTAL INTERAGENCY TRANSFERS

\$5,302,435 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$103,014	Chemicals and supplies for the HVAC system
\$26,382	Pallet racks
\$76,500	Forklift and box truck
\$205,896	TOTAL ACQUISITIONS AND MAJOR REPAIRS